

REPUBLIC OF THE PHILIPPINES  
BC-CSC Form No. 1  
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE  
NUÑEZ JEDESS MILADEL CABELA  
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT  
VISAYAS STATE UNIVERSITY

3. BUREAU OR OFFICE  
Visayas State University

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

Visayas State University

6a. PRES. APPROP. ACT/  
BOARD RES/  
ORD. NO.  
ITEM NO.

6b. PREV. APPROP. ACT/  
BOARD RES/  
ORD. NO.  
ITEM NO.

7a. SALARY P.A.

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE  
(Leave Blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNIT'S CLASS

MUNICIPALITY [ ]

CITY [ ]

PROVINCE [ ]

1st  
[ ]

2nd  
[ ]

3rd  
[ ]

4th  
[ ]

5th  
[ ]

6th  
[ ]

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of  
Working  
Time

DUTIES:

25 % In-charge of the communication and extension section of the center

25 % Teaches courses in Anthropology/English

15 % Takes care of the production and training materials of the center

15 % Prepares annual reports, proceedings of seminars, workshops and trainings, and other activities of the center

10 % Coordinates annual research reviews and preparation of research proposals

10 % Performs other duties and responsibilities assigned by the Director

100 %

  
JOSE C. BACUSMA  
President  
Visayas State University

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  
Professor/Director NARC

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  
Professor/VP, Research & Extension

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles).

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

18. CONTACT

19. WORKING CONDITION

	Occasional	Frequent
General Public		<u>X</u>
Other agencies	<u>X</u>	
Supervisors		<u>X</u>
Management		
Others (specify)		

Normal Working Condition	<u>X</u>
Field Work	<u>X</u>
Field Trips	<u>X</u>
Exposed to varied weather	
Other (specify) travels	

20. I CERTIFY that the above answers are accurate and complete.

05/10/2012  
Date

  
JEDESS MILADEL C. NUÑEZ  
Signature of employee

21. Describe briefly the general function of the Unit or Section

to conduct research and extension services on all aspects of abaca

22. Describe briefly the general function of the position

to do research and instruction works.

23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualification of the present incumbent. This item should be filled for all positions other than teaching).

Education: Bachelor's degree in the area of specialization

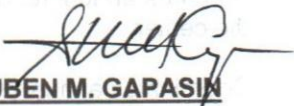
Experiences: not required

23b. Licenses or certificates required to do this work, if any.

BS in Agriculture

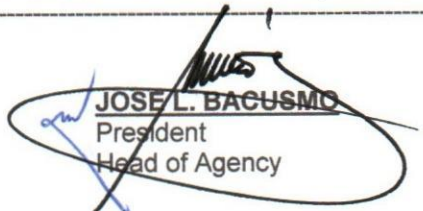
24. I hereby certify that the above answers are accurate and complete.

                      
Date

  
RUBEN M. GAPASIN  
Director, NARC  
Signature and Title of Immediate Supervisor

25. APPROVED:

                      
Date

  
JOSE L. BACUSMO  
President  
Head of Agency